User Addresses

Your administrator assigns a user ID to each Con-nect user in your environment and defines each user's address. Thus, you can look up, for example, the phone number of another Con-nect user.

This function does not consider nicknames (see *Your Personal Address Book* for information regarding nicknames).

This chapter covers the following topics:

- Displaying a Specific User Address

- Displaying a List of User Addresses

- Commands for User Addresses

- Modifying Your Own User Address

- Printing User Addresses

Displaying a Specific User Address

If you know the last name of the user, issue the following command sequence from any point in Con-nect (you can also enter the last name followed by the first name - separated by a comma):

```
DISPLAY Name last-name
```

If you know the user ID of the user, issue the following command sequence from any point in Con-nect:

```
DISPLAY User userID
```

If there are more users with the same name or if the specified name is not found, the "Display Users by Name" screen appears starting with the specified characters. If the specified user ID has not been found, the "Display Users by Userid" screen (which is similar to the "Display Users by Name" screen) appears starting with the specified characters. See *Displaying a List of User Addresses* for further information.

If the specified name or user ID is found, the screens mentioned below are displayed.

If a mail status message has been set for the user, the mail status message is displayed first.

```
12:00 PM             * * *  C O N - N E C T  3  * * *              19.Mar.2002
Cabinet LS          Display User Address - Cabinet ESH                  Tuesday
                                     +--------------------------------------+
   Last Name Eshberry                ! Mail Status from  Eshberry,John      !
  First Name John                    +--------------------------------------+
     Company Research Associates     !                                      !
  Department Public Relations        ! Cc Long,Sonia                        !
    Location Building 4               !    LS (User)                         !
     Address 1537 Research Circle     !                                      !
                                     ! I'm out of the office until Apr. 5.  !
                                     ! In urgent cases, contact Sonia Long. !
        City Maplewood                !                                      !
 Postal Code 55109       Country U   !                                      !
     Phone 1   1 777-1234            !                                      !
      Mobile                          !                                      !
          Cc Long,Sonia              !                                      !
             LS (User)               !                                      !
      E-mail John.Eshberry(a)r-as    !                                      !
    Internet http://www.r-asso.co    !                                      !
                                     +--------------------------------------+
Press ENTER to display address
   Command /                                                           /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

You then have to press ENTER to display the "Display User Address" screen:

```
 12:01 PM              * * *  C O N - N E C T  3  * * *              19.Mar.2002
 Cabinet LS          Display User Address - Cabinet ESH                     Tuesday

     Last Name Eshberry                            Initial W
    First Name John                                    Sex Male
      Company Research Associates             Title Manager
   Department Public Relations               Number
     Location Building 4
      Address 1537 Research Circle


         City Maplewood
  Postal Code 55109      Country USA
      Phone 1   1 777-1234         103        Phone 2
       Mobile                                    Fax   1 777-1234        891
          Cc Long,Sonia                        Cc 2
             LS (User)
       E-mail John.Eshberry(a)r-asso.com
     Internet http://www.r-asso.com
                              Mail Status _  Miscellaneous _   Home Address _
 Press ENTER to display  Miscellaneous  or mark for next screen
   Command /                                                         /
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

The field names "Sex" and "Internet" are default names. Your administrator may have renamed these fields (for example, to "Salutation" and "Comments").

If Miscellaneous information has been defined, you can press ENTER once more to display the Miscellaneous information of the user:

Note:
Not all of the screens described below may be available for you. And it may be possible that you cannot see all of the fields at the bottom of the screen (Mail Status, Miscellaneous or Home Address). These fields indicate the available screens. The screens are only shown when the corresponding information is available or when it has been permitted by the administrator.

```
 12:01 PM            * * *  C O N - N E C T  3  * * *           19.Mar.2002
 Cabinet LS         Display Miscellaneous - Cabinet ESH                 Tuesday

     Last Name Eshberry                              Initial W
    First Name John                                  Sex Male

        Header Description
      Birthday 01.Jan.1966
         Hobby Traveling
       Married Yes
      Children Jessica, Charles




                              Mail Status _    Work Address _    Home Address _
 Press ENTER to display  Home Address  or mark for next screen
    Command /                                                      /
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

If it has been permitted by the administrator, you can press ENTER once more to display the home address of the user:

```
 12:02 PM            * * *  C O N - N E C T  3  * * *           19.Mar.2002
 Cabinet LS          Display Home Address - Cabinet ESH                 Tuesday

     Last Name Eshberry                              Initial W
    First Name John                                  Sex Male

  Home Address 9999 Dodd Road


          City St. Paul
   Postal Code 55111        Country USA

         Phone   1 555-987-654
           Fax

        E-mail



                              Mail Status _    Work Address _  Miscellaneous _
 Press ENTER to display  Work Address  or mark for next screen
    Command /                                                      /
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

—

Displaying a List of User Addresses

When you issue either of the command sequences ("DISPLAY Name" or "DISPLAY User") without the last name or user ID, all users or user IDs are displayed alphabetically.

Last Name

If you remember only the beginning of a name, you can enter the first characters of the name followed by an asterisk (for example, "DISPLAY Name esh*") to access the "Display Users by Name" screen listing all users whose names start with the specified characters.

```
 11:02 AM              * * *  C O N - N E C T  3  * * *              3.Feb.94
 Cabinet LS                  Display Users by Name                   Thursday

 Cmd Full Name               Phone Number/Extension Department       User-ID
 --- ----------------------- ---------------------- ---------------- --------
 __   Eshberry,John          777-1234          103   Public Relations ESH
 __   Eshenberger,Dave       777-1234          318   Marketing        DES












 Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
    Command /                                                           /
  Display  Modify    Top
```

User ID

If you remember only the beginning of a user ID, you can enter the first characters of the user ID followed by an asterisk (for example, "DISPLAY User es*") to access the "Display Users by Userid" screen listing all user IDs starting with the specified characters.

Commands for User Addresses

The command prompting lines of the "Display Users by Name" screen and of the "Display Users by Userid" screen show all the commands which apply to users/user IDs. The commands are described in section *Commands*. The following exceptions apply for system addresses:

DISPLAY

When you issue the DISPLAY command with a user address, the home address can only be displayed if this has been permitted by the administrator.

You can only display your *own* home address, if this has been permitted by the administrator.

MODIFY

Only an administrator can modify system addresses.

You can only modify your *own* work or home address when this has been permitted by the administrator. See *Modifying Your Own User Address* for further information.

Modifying Your Own User Address

You can only modify your *own* work or home address. When this has been permitted by the administrator, you can issue the following commands with your name or user ID:

```
MODIFY Name last-name
MODIFY User userID
```

Your work address is shown first.

```
12:03 PM              * * *  C O N - N E C T  3  * * *            19.Mar.2002
Cabinet ESH          Modify User Address - Cabinet ESH                  Tuesday

     Last Name Eshberry_____         Initial W
    First Name John_____          Sex Male_____
       Company Research Associates_____  Title Manager_____
    Department Public Relations_____  Number _____
      Location Building 4_____
       Address 1537 Research Circle_____
               _____
               _____
          City Maplewood_____  _____
   Postal Code 55109_____ Country USA_____
       Phone 1 __1 777-1234_____ 103__     Phone 2 ___ _____ _____
        Mobile ___ _____ _____        Fax __1 777-1234_____ 891__
        Set X Cc Long,Sonia_____      Set _ Cc 2 _____
               LS (User)
        E-mail John.Eshberry(a)r-asso.com_____
      Internet http://www.r-asso.com_____
                                          Miscellaneous _   Home Address _
Make all required changes and press ENTER to modify
   Command /                                                            /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Make all required changes and press ENTER.

To modify your home address, mark the "Home Address" field.

```
12:05 PM              * * *  C O N - N E C T  3  * * *           19.Mar.2002
Cabinet ESH          Modify Home Address - Cabinet ESH                 Tuesday

    Last Name Eshberry                               Initial W
   First Name John                                   Sex Male

 Home Address 9999 Dodd Road_____
              _____

         City St. Paul_____ _____
  Postal Code 55111_____  Country USA_____

        Phone __1 555-987-654____ _____
          Fax ___ _____ _____

       E-mail _____




                                          Work Address _   Miscellaneous _
Make all required changes and press ENTER to modify
   Command /                                                    /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Most fields are self-explanatory. Special fields of the work and home address are described below. Last name, first name, initial and sex can only be modified on the screen showing the work address.

Sex

"Sex" is the default name for this field. You can specify any value. For example, "F" or "Female".

Your administrator may have renamed this field (for example, to "Salutation").

Phone/Mobile/Fax

Three fields are provided for each number:

- Enter the country code (3 digits) in the first field. Leading zeros are automatically deleted.

- Enter the phone number (15 digits) in the second field.

- Enter the extension (5 digits) in the third field.

Phone 2 and mobile can only be specified for the work address.

Set Cc

This can only be defined on the screen showing the work address. You can specify who is to receive a copy of each mail item that is sent to you (Cc and Cc 2). This can be a nickname, user ID, cabinet name or bulletin board. You can also enter an asterisk (*) to select the addressee from a list.

To activate this feature, mark the "Set" field.

This feature does not apply to invitations to meetings.

A Cc can also be defined with a mail status message. However, the Cc defined with the mail status message works independently from Cc and Cc 2 defined in the user address. Thus, 3 different Cc definitions may be in use.

E-mail

This can be defined on both screens, work address and home address. You can specify your e-mail address. This is only for informational purposes.

Internet

This can only be defined on the screen showing the work address. "Internet" is the default name for this field. You can specify, for example, the home page of your company. This is only for informational purposes.

Your administrator may have renamed this field (for example, to "Comments").

To modify the Miscellaneous information, mark the "Miscellaneous" field.

```
12:06 PM              * * *  C O N - N E C T  3  * * *        19.Mar.2002
Cabinet ESH          Modify Miscellaneous - Cabinet ESH              Tuesday

   Last Name Eshberry                          Initial W
  First Name John                                  Sex Male

       Header Description
     Birthday 01.Jan.1966_____
        Hobby Traveling_____
      Married Yes_____
     Children Jessica, Charles_____
  _____ _____
  _____ _____
  _____ _____
  _____ _____
  _____ _____
  _____ _____
 Copy from Cabinet _____   Mark Headers _ or All _        Confirm Copy _

                                        Work Address _   Home Address _
Make all required changes and press ENTER to modify
   Command /                                                   /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Header / Description

Ten lines are provided where each line consists of two fields. The first field serves as the header (for example, Birthday or Hobby). The second field can contain any text.

Copy from Cabinet

Specify the name of the cabinet from which you want to copy the contents of the "Miscellaneous" lines. Next, mark either the "Mark Headers" field or the "or All" field. To store the copied items, mark the "Confirm Copy" field.

Mark Headers

When this field is marked, only the headers of the "Miscellaneous" lines are copied from the specified cabinet.

or All

When this field is marked, both headers and text are copied from the specified cabinet.

Confirm Copy

Mark this field if you want to overwrite the information in the "Miscellaneous" lines with that from the specified cabinet.

To modify your mail status, mark the "Mail Status" field. The mail status message is then shown and you can proceed as described in section *Your User Profile*.

Printing User Addresses

You can access the Utility function to print the following:

- a list in user-ID sequence, giving the user ID, phone number, extension, department and full name.

- a list in last-name sequence, giving the full name, phone number, extension, department and user ID.

- a list sorted according to user-defined criteria, giving the user ID, phone number, extension, department and full name.

See the *Con-nect Utilities* documentation, sections *Print Users* and *Print Names* for detailed information.

To access the Utility function directly from your Con-nect session, you can ADD an application (see *Adding an Application to Access the Con-nect Print Utilities*).